



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date June 30, 1976	1. Agency Address Department of Education Secondary School Programs Division Distributive Education Unit Room 324, 12 Mitchell Street Atlanta, Georgia 30334	Application Number 76-235	
Application Number 62		Date Received JUL - 1 1976	Date Completed JUL 16 1976
2. Person to Contact William Brady, Jr.		Working Title Assistant Supervisor	Telephone Number 656-2541
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest 1973 To Date		5. Records Series Title (followed by title used in office, if different) Vocational Youth Club Income Tax Data File	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Secondary School Programs Division provides leadership and funding to the local education agencies for developing, maintaining, and expanding programs in Secondary Career and Vocational Education. The Distributive Education Unit supervises the high school cooperative program in marketing and distribution.			
7. Record Series Description Documents relating to: Included are:		This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. of youth organizations Maintaining income tax records for the Internal Revenue Service. Return of Organization Exempt From Income Tax (Form 990)	
File is arranged: Chronologically by fiscal year.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>0</u> Seven to twelve months old <u>0</u> Thirteen to twenty-four months old <u>0</u> twenty-five months and older <u>0</u>			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) <u>1 per year.</u>			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
NA		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | 3 _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Internal Revenue Service Code 6000-1 and Code 6501 require 3-year retention unless an audit is pending.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 3 _____ year(s); then if an audit is pending, hold until all audit questions have been answered;
- ☐ Transfer to local holding area; hold _____ year(s); then _____ then
- ☐ Transfer to State Records Center; hold _____ year(s); then _____ then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	6/30/76	Walker L. Baumgardner	6/29/76
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	7-14-76
		Secretary of State/Designee	7-13-76
		Attorney General/Designee	7-16-76